

**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**

HEADQUARTER ACCOUNTING  
P.O. Box 187019  
Sacramento, CA 95818



Employee Name	FERNANDEZ, Mary
Expense Dates	10/18/09-10/20/09
Total Expense Amount	421.89
Amount Due Employee	74.57 <i>San Diego</i>
Form ID	TEA000530231

I have reviewed the following documents.

Approved  
by:



## Travel & Expense Account Summary

Employee Name Mary FERNANDEZ  
Expense Dates 10/18/09-10/20/09  
Report Name 4100 San Diego October 18-20, 2009

Request Total \$ 421.89  
Direct Charge Total - 347.32  
Travel Advances - 0.00  
Net Due Employee = 74.57

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	San Diego	421.89

NOTE: (d)=Direct Charge

DATE	Sun Oct 18	Mon Oct 19	Tue Oct 20							TOTAL
Dinner	18.00	18.00								36.00
Incidentals	6.00	6.00								12.00
Commercial Air Fare (d)	188.60		158.72							347.32
Lunch		10.00	10.00							20.00
Mileage, Personal Auto			6.57							6.57
<b>TOTALS \$</b>	<b>212.60</b>	<b>34.00</b>	<b>175.29</b>							<b>421.89</b>

<p><b>Travel &amp; Expense Account Summary &amp; Detail</b></p>
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Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	San Diego	10/18/09	Dinner	18.00	Cash
Regular Travel	San Diego	10/18/09	Incidentals	6.00	Cash
Regular Travel	San Diego	10/18/09	Commercial Air Fare	188.60	Direct Charge
Regular Travel	San Diego	10/19/09	Lunch	10.00	Cash
Regular Travel	San Diego	10/19/09	Dinner	18.00	Cash
Regular Travel	San Diego	10/19/09	Incidentals	6.00	Cash
Regular Travel	San Diego	10/20/09	Lunch	10.00	Cash
Regular Travel	San Diego	10/20/09	Mileage, Personal Auto	6.57	Cash
Regular Travel	San Diego	10/20/09	Commercial Air Fare	158.72	Direct Charge

**Travel & Expense Account  
Summary & Detail**

**Comments**

Subject	Comment
Air Fare Difference	Employee has paid the difference in air fare arrangements, check will be attached to the transmittals when submitted.

MARY SEASTROM FERNANDEZ

90-7162/3222  
1930/23997

9759

DATE 10/30/09

PAY TO THE  
ORDER OF

COCR

\$ 29.87

DOLLARS



Security Insurance  
Indemnity  
Company of New York

Washington Mutual

Washington Mutual Bank, PA  
Sacramento-Front Financial Center 736  
2400 7th St  
Sacramento, CA 95831

24-hour Customer Service

NOTES

Mary S. Fernandez  
MP

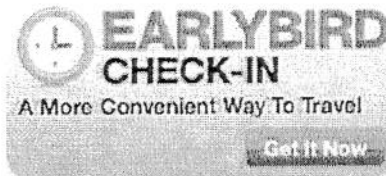
Yamada, Karen

From: Southwest Airlines [SouthwestAirlines@luv.southwest.com]  
Sent: Monday, September 28, 2009 11:28 AM  
To: Yamada, Karen  
Subject: Ticketless Confirmation - FERNANDEZ/MARY - NU7M2U



Receipt and Itinerary as of 09/28/09 1:28 PM

**Confirmation Number**  
NU7M2U



Confirmation Date: 09/28/09  
CID: 99209191  
Received: WN/STATEOF CALIFORNIA BY  
ICBM

**Passenger Information**

Passenger Name	Account Number	Ticket#	Expiration <sup>1</sup>
FERNANDEZ/MARY	00000452837943	5262156590211	09/28/10

<sup>1</sup> All travel involving funds from this Confirmation Number must be completed by the expiration date.

**Itinerary**

Date	Flight	Routing Details
Sun Oct 18	1682	Depart RENO TAHOE NV (RNO) at 4:35 PM Arrive in SAN DIEGO CA (SAN) at 6:05 PM

**Cost and Payment Summary**

Air \$165.58  
Tax \$16.02  
PFC Fee \$4.50  
Security Fee \$2.50

**Total Payment: 188.60**

Current payment(s)  
09/28/09 Amer Express XXXXXXXXXXXX1015 \$188.60

Fare Calculation:

RNO WN SAN165.58YL 165.58 END ZPRNO XFRNO4.5 AY2.50\$RNO2.50

**Fare Rule(s)**

All travel involving funds from this Confirmation Number must be completed by the expiration date. Any change to this itinerary may result in a fare increase.

### **Important Checkin Requirement**

Passengers who do not obtain a boarding pass and are not present and available for boarding in the departure gate area at least ten minutes prior to scheduled departure time may have their reserved space cancelled and will not be eligible for denied boarding compensation.

### **Southwest Airlines Co. Notice of Incorporated Terms**

Air transportation by Southwest Airlines is subject to Southwest Airlines' Passenger Contract of Carriage, the terms of which are incorporated by reference.

### **Notice of Incorporated Terms**

#### **Additional Information for Travelers**

[Online Checkin](#) | [Free Baggage Allowance](#) | [Checkin Requirements](#) | [Print Security Document](#)  
[Inflight Service](#) | [Travel Tips](#) | [Refund Information](#) | [Privacy Policy](#) | [Southwest Airlines Destinations](#)

We can notify you of flight departure or arrival status via text messages on your cell phone, pager, personal digital assistant (PDA), or e-mail account. Or, use our automated phone service by calling 1-888-SWA-TRIP.

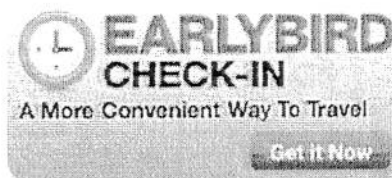
Yamada, Karen

From: Southwest Airlines [SouthwestAirlines@luv.southwest.com]  
Sent: Wednesday, October 07, 2009 10:43 AM  
To: Yamada, Karen  
Subject: Ticketless Confirmation - FERNANDEZ/MARY - N26MKL



Receipt and Itinerary as of 10/07/09 12:43 PM

**Confirmation Number**  
N26MKL



Confirmation Date: 09/28/09  
CID: 99209191  
Received: WN/STATEOF CALIFORNIA BY  
ICBM

#### Passenger Information

Passenger Name	Account Number	Ticket#	Expiration <sup>1</sup>
FERNANDEZ/MARY	00000452837943	5262158360690	09/28/10

<sup>1</sup> All travel involving funds from this Confirmation Number must be completed by the expiration date.

#### Itinerary

**Depart:** SAN DIEGO CA to SACRAMENTO CA *Travel Time: 1 hrs 35 mins*

Date	Flight	Routing Details
Tue Oct 20	# 0923	Depart SAN DIEGO CA (SAN) at 3:15 PM Arrive in SACRAMENTO CA (SMF) at 4:50 PM

#### Cost and Payment Summary

Base Fare	\$137.79
+ Excise Taxes	\$10.33
<b>Advertised Fare</b>	<b>\$148.12</b>
+ Segment Fee	\$3.60
+ Passenger Facility Fee	\$4.50
+ Security Fee <sup>1</sup>	\$2.50
<b>Total Payment:</b>	<b>\$158.72</b>

<sup>1</sup>Security Fee is the government-imposed September 11th Security Fee.

Current payment(s)  
10/07/09 Ticket Exchange 5262156609468 \$158.72

Exchange Detail:  
09/28/09 5262156609468, 158.72, Exchanged for 5262158360690

#### **Fare Rule(s)**

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#### **Important Checkin Requirement**

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